



City of Branson

Where Values Are The Difference

VACANCY NOTICE

Job Title: Maintenance Worker II: Water Meter Maintenance— Utilities Department
Opening Date: Monday, September 10, 2012; position is open to internal applicants only
Closing Date: Application packets must be received or postmarked by 4:30 p.m., Friday, September 21, 2012.
Work Hours: Monday – Friday 7:30 a.m. to 4:00 p.m.
Beginning Salary: \$15.5458/hourly

POSITION SUMMARY: This position is responsible for serving as a lead person for one or more crews engaged in performing maintenance and repair of water distribution systems, water meters, and related components. Skills are required in pipe installation and repair, equipment operation, pump operations, and water meter testing, installation, maintenance and repair. This position may also assist with work related to sewer collection maintenance and repair as necessary.

MINIMUM QUALIFICATIONS: High School graduate or GED equivalent. Three years' experience in water distribution systems maintenance, repair and installation, water meter reading, maintenance and repair or related experience. Possession of a Missouri Water Distribution III Certificate of Competency. Possession of a Class A CDL with tank and air brake endorsements. Must be able to lift/move/carry up to sixty (60) pounds on a regular basis and up to one-hundred (100) pounds on an occasional basis. Applicant must successfully complete a background investigation and pre-employment substance abuse testing. Must be 18 years of age. Must possess and maintain a valid Motor Vehicle Operator's license.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following. Other duties may be assigned: Leads employees in a constructive, supportive and motivational manner to the extent of explaining, prioritizing and assigning tasks, training on performance of tasks, determining methodology and tools, and enforcing safety rules. Performs preventative maintenance and minor repairs on equipment including pumps, vac machines, water lines, valves, water meters, fire hydrants, trucks, generators, air compressors, and buildings. Ensures that proper tools and equipment are available to assigned crews to perform assigned tasks. Maintains records and forms and submits reports as required.

To be considered for this position, a completed City Application, Supplemental Questionnaire, and Request for Criminal Record Check Form must be submitted to the City of Branson Human Resources Dept., 110 W. Maddux St., Ste. 315, Branson, MO 65616. For a copy of the full job description, or to obtain all necessary application materials, please contact the City of Branson Human Resources Department. This information is also available for download at www.bransonmo.gov. Applicants are required to complete a separate City Application, Supplemental Questionnaire, if applicable, and Request for Criminal Record Check Form for each posted vacancy. Applications submitted for no particular vacancy are retained on active file for one year and may be used only once. This position will be subject to random drug testing requirements.

The City of Branson is an Equal Employment Opportunity Employer and, therefore, does not discriminate against employees or applicants for employment on the basis of race, color, religion, national origin, sex, military status, age, disability, political opinions or affiliations, genetic information, or any other characteristic protected by law, except that no person shall be employed who advocates or belongs to a group which advocates the violent overthrow of our government. A copy of the City of Branson's EEO short form may be obtained from the Human Resources Department by request. All individuals hired will be required to provide documentation to establish identity and employment authorization as a condition of employment in accordance with the Immigration Reform and Control Act (IRCA). In accordance with the Americans with Disabilities Act (ADA), a position description outlining the essential job functions for each of the vacancies listed is available for review and reasonable accommodations for the application and testing processes will be made upon request.

The City of Branson has an Employee Tobacco Free Policy. Employees are not allowed to utilize tobacco products while on paid time, including any paid break times. This includes smokeless tobacco products.

City of Branson, Human Resources Department, 110 W. Maddux Street, Suite 315, Branson, MO 65616
417-337-8555 – Phone, 417-337-5466 – Fax, HR@bransonmo.gov - Email